

## **RULE NO. 28**

### **RECREATION**

#### **I. PURPOSE**

The Sun Valley General Improvement District exercises the recreation power pursuant to NRS 318.143 and an inter-local agreement with Washoe County. The power was requested by the District in 2009 for the purpose of keeping the parks and pool open and available to the community. The District is committed to providing its residents with a range of park and recreation opportunities to assist in improving the health and quality of life for Sun Valley residents. People of all ages and abilities can access a variety of physical and non-physical programs and activities at the District's numerous indoor and outdoor facilities. The purpose of this rule is to provide a distinction between different types of activity related to the funding and subsidization, and to indicate the District's intent to establish a fair and equitable balance when setting user fees. The District Recreation Fee Schedule shall be maintained separately from the tariff, referenced as Exhibit A, and will be reviewed and/or updated by the Board of Trustees on an annual or as needed basis.

#### **II. POLICIES**

##### **A. DEFINITIONS**

Admission Fee; Charges to enter a building or area of a building or other recreation attraction such as a pool/water park enclosure.

Credit/Debit Card Service Fee; Charges for utilization of credit or debit card payments.

Equipment Fee; Charges for supplying additional, specialized equipment not usually considered being included with admission, facility use or other fees.

Facility; Building or recreation attraction, such as parks or pool.

Facility Use Fee; Charges for the exclusive, reserved use of a facility, or portion of a facility.

Reservation Fee; Charges for the privilege of saving or reserving a specific date and time at a park facility.

Special Service Fee; Charges for extraordinary or non-typical use of

facilities or programs such as for photo locations, special events, security, or extraordinary hours of use.

Tournament Fee: Charges for the exclusive, reserved use of the athletic fields and its facilities as designated for athletic competitions.

User Fee: Charges to individuals for participation in recreational programs, special events, athletic activities, instructional classes or for individual use of athletic fields and/or athletic complexes by leagues.

B. USER GROUPS

Youth: A youth is defined as 17 years or younger.

Adult: An adult is defined as 18 years or older.

Senior: A senior is defined as age 65 and older.

C. SERVICE LEVELS

Level I (Basic Service): This level of service represents a minimal level of maintenance and leisure opportunity. Many of these services are offered free of charge to the public, but not in all cases. Level I services include, but are not limited to; Neighborhood Parks, Playgrounds, Restrooms, Tennis Courts, Basketball Courts, Trails, Individual Picnic/Grill Areas.

Level II: This service level represents basic services plus additional, traditional type public leisure services. There is generally a considerable increase in required staff, planning and supervision. Services generally benefit the specific participant and the community due to educational, cultural or physical value. These services do not include specialized or intensive programming or facilities development. A minimum portion of direct costs will be collected from each approved facility user. Level II services include, but are not limited to; Reserved Picnic/Turf Areas, Reserved Facilities – Meeting/Educational/Social Functions, Public Swimming, Athletic Fields.

Level III: This service level represents basic services plus additional type public services and extraordinary services such as highly specialized instruction or activities or large-scale special events. There is a considerable increase in required staff, planning and supervision. These services will include specialized or intensive programming and facilities development. All direct costs and portions of indirect costs will be collected from each approved facility user. Level III services include, but are limited to; Youth Recreation, Sports and Educational Programs, and

special events.

Level IV: This service is generally beyond the scope of traditional public leisure services. They are more specialized and the benefits are enjoyed by the direct participant rather than the broader community. All of the direct costs and indirect costs will be recovered. Level IV services include, but are not limited to; Adult & Senior Recreation, Sports and Educational Programs, Equipment Rental and Specific Exhibits.

D. SMOKE-FREE/VAPE-FREE POLICY

The primary enforcement of a smoke-free/vape-free policy will be through park signage and social pressure not to smoke in the parks.

- Smoking and vaping are prohibited in all of the District's parks, park facilities, trails and open space.
- A person in violation of this provision may receive a notice and warning and may be subject to ejection from the park, facility, or event.

E. RECREATION FUND POLICY

The Recreation Fund was established as an Enterprise Fund to accurately account for the costs and expenses associated with the revenues received from all metered customers of the District. Recreation fees will be used to offset operations and maintenance of the district-owned recreation facilities. All revenues generated by the Recreation fees shall be retained in the Recreation Fund and not transferred or applied to any other non-recreation purpose.

F. PARK AND FACILITY NAMING POLICIES AND PROCEDURES

The purpose of the Park and Facility Naming Policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the District; reference Park and Facility Naming Policies and Procedures Exhibit B.

III. RESPONSIBILITIES

POLICY GUIDELINES

It is the Policy of the District that all user fees in the Recreation Fee Schedule for recreation programs, services and facilities be set in accordance with the principles and fee categories, as well as the following guidelines.

1. The District will provide a Level I service (basic parks and recreation services) through the collection a recreation fee of **\$3.50** per month for all customers in order to fund a portion of the operation and maintenance of the Sun Valley parks and pool associated buildings, and promote the physical and mental well-being of Sun Valley residents. The recreation fee will be reviewed annually to consider maintenance and operating budget impacts.
2. The District will set reasonable fees to recover part of direct costs of Level II services through the collection of user fees.
3. The District will set reasonable fees to recovery of direct costs and portions of indirect costs for Level III services through the collection of user fees.
4. The District will set reasonable fees to recovery of direct costs and portions of indirect costs for Level IV services through the collection of user fees.
5. Fees and charges of all recreation programs, services and facilities will be set to accommodate the changes in operating and maintenance costs.
6. The District offers a formalized low-income policy utilizing objective criteria for District customers only to assist with or waive the Level I monthly recreation fee.
7. The District General Manager has the authority to waive, reduce fees and alter fees for services for promotional purposes.
8. It is the intent of the District to ensure that fees remain competitive with other parks and recreation service providers in the region. However, it is not the intention to purposely undercut other recreation service providers.
9. The District will continue to pursue other sources of revenue (e.g. grants, sponsorships and new programs) and support appropriate funding efforts of groups and organizations to help offset the costs to the District in providing services and operating facilities.

#### GOVERNMENT & NON-PROFIT ORGANIZATIONS

On August 23, 2012 the Board of Trustees approved a motion to provide a discount to non-profit organizations for facility and shelter rental fees at the rate of 20% for non-profit organizations whose business address is within the District's service area, and a 15% discount for all other non-profit organizations. Proof of residency and proof that the organization is a non-profit will be required at the time of application for consideration of the discount.

The District may waive fees for governmental agencies for the use of the park facilities, assuming availability, for public meetings, employee training/workshops and/or school related activities. The fees may also be waived for celebratory

events including, but not limited to, retirements and birthdays. The District also reserves the right to deny, for any reasonable cause, a request pursuant to this policy for waiver or rate reduction.

### DEPOSITS/REFUNDS

1. All cleaning /security deposits will be collected prior to a facility's use to ensure the facility is restored to its original condition in accordance with the annual fee schedule. Facilities will be inspected and written records maintained stipulating the condition the facility was left in. The inspecting party will indicate the amount of the deposit to be returned after the event. Security deposits will be returned within three (3) weeks from the final day of the event.
2. The District will process facility deposit refunds to customers in an efficient and timely manner, and in accordance with the Facility Reservation Policy. If a patron cancels a reservation or changes the date or location, a cancellation fee per the Fees and Charges Schedule will be withheld. If the District cancels a reservation, a full refund will automatically be processed unless the cancellation results from a breach of the rules established by the District. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Refunds for facility reservations must be requested 90 days prior to the event. A full refund will be issued less a cancellation fee. Requests less than 90 days but at least 30 days prior to the event will be refunded 50% of the facility use fee with less than 30 day notice, the customer forfeits 100% of the facility use fee. Cleaning/security deposits will be completely refunded for cancelled events. Agencies using facilities at no charge will be subject to the cancellation fee if the written cancellation is not received at least 24 hours prior to the start of the reservation.
3. The District will process program and activity refunds to customers in an efficient and timely manner. Criteria will determine whether a refund is warranted. If the District cancels a program, full refunds will automatically be processed. A cancellation fee, per the Fees and Charges Schedule, will be withheld from all refunds unless the District cancels a program. For continuous programs, if the criteria are met, a credit can be transferred without a cancellation fee charged. Extenuating circumstances such as a medical emergency, death or moving out of the area, may warrant an exception to the policy. Customer will receive a "not approved" response in 1 -2 weeks and/or their refund check within 4 -6 weeks.

CRITERIA

- A. Recreation & Aquatic Classes (more than one class meeting): Refunds must be requested before the first class meeting. No refund is issued for class materials. Some classes may require more advance notice if listed in printed announcements, registration forms or the class receipt.
- B. One Time Programs (one meeting only): Refunds must be requested one week prior to the program date. Some programs may require more advance notice as listed in the printed announcements, registration forms or the class receipt.



## SUN VALLEY GENERAL IMPROVEMENT DISTRICT RECREATION FEE SCHEDULE

### PICNIC/PARTY PAVILIONS FACILITY USE FEES

1	<b>Picnic Pavilion Fees</b>	
	Groups up to 15 people	Free
	Groups 15 to 50 people	\$80.00/per day
	Groups of greater than 50	\$130.00/per day
2	<b>Picnic Cleaning/Security Deposit (Refundable)</b>	
	15 to 50 people	\$75.00
	Greater than 50	\$150.00

### BUILDING USE FEES

1	<b>Neighborhood Center</b>	
	Grand Room (2 hour minimum)	\$50.00/per hour
	Cleaning Security Deposit (Refundable)	\$500.00
	Open / Closing Fee	\$22.00
	East Room (2 hour minimum)	\$30.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00
	Small Meeting Room (2 hour minimum)	\$25.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00
2	<b>Gepford Community Building</b>	
	Meeting Room (2 hour minimum)	\$30.00/per hour
	Cleaning Security Deposit (Refundable)	\$250.00
	Open / Closing Fee	\$22.00

### ATHLETIC FIELD USER FEE

1	<b>League Use</b>	
	Youth per season	\$15.00/per person
	Adult per season	\$20.00/per person
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00
2	<b>Athletic Field Facility User Fee - for Athletic Events</b>	
	Hourly Field Facility Use Fee (up to 8 hours per field)	\$40.00/per hour
	Daily Field Facility Use Fee (8 hours or more)	\$320.00/per day
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00
3	<b>Field Facility Use Fee - Special Events (Non-Athletic)</b>	
	Hourly Field Facility Use Fee (up to 8 hours per field)	\$40.00/per hour
	Daily Field Facility Use Fee (8 hours or more)	\$320.00/per day
	Light Use Fee, per field (non-league use only)	\$15.00/per hour
	Security/Damage/Cleaning Deposit (Refundable)	\$500.00

**SWIMMING POOL**

1	<b>General Admission</b>	
	2 years of age and under	FREE
	Youth/Seniors	\$3.50/per day
	Adults	\$4.50/per day
2	<b>Swim Passes</b>	
	5 - Pass Adults	\$20.00
	5 - Pass Youth/Seniors	\$15.00
	10 - Pass Adults	\$40.00
	10 - Pass Youth/Seniors	\$30.00
	Family Pass (up to 5 family members)	\$15.00
	Season Pass	\$99.00
3	<b>Swim Lessons</b>	
	Adult	\$40.00
	Youth/Seniors	\$40.00
4	<b>Party Reservations</b>	
	Party Picnic Area (2 hour minimum) (includes 10 admissions)	\$75.00
	Party Picnic Area Additional hours	\$25.00 per hour
	Private Pool Party (2 hour minimum) (includes 25 admissions)	\$100.00/per hour
	Additional Admissions	\$3.00 per person
	Additional Lifeguards	\$20.00 per lifeguard





## Sun Valley General Improvement District Parks and Recreation

# Park and Facility Naming Policies and Procedures

### I. PURPOSE

The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the Sun Valley General Improvement District. The Board of Trustees will rely on the General Manager and/or Public Works Director for input and recommendation for the naming of Sun Valley General Improvement District parks, recreational areas and facilities.

### II. POLICY

It is the policy of Sun Valley General Improvement District to adhere to the strictest level of professionalism in park and facility naming. Through a accepted set of objectives, qualifying names and procedures outlined in this policy.

#### A. Objectives:

1. Provide name identification wherever appropriate for buildings, structures, facilities and specified areas.
2. Control for naming of parks and facilities are by the Board of Trustees, with recommendations from the General Manager and/or Public Works Director.

#### B. Qualifying Names:

It is the intent of the General Manager and/or the Public Works Director to recommend names for the identification of parks and facilities to the Board of Trustees. These names will provide some form of individual identity related to:

1. An individual who significantly contributed to the Sun Valley Community.
2. List of verifiable contributions to the Sun Valley Community.
3. Prior public elected officials of Sun Valley with outstanding community achievements.

4. When naming after a person or persons, written documentation of approval by next of kin to be honored is required as part of the proposal.
5. Encouraged that the recommended name be received posthumously.
6. Parks and facilities that are donated to the Sun Valley General Improvement District Parks can be named by deed restriction by the Board of Trustees.
7. Naming may not conflict with public grant funding policies established by State and/or Federal grant funding programs.
8. For an individual (excluding historical significant individuals) to be considered, that person must have significantly contributed to the Sun Valley Community.
9. Application will be submitted along with all documentation of contributions to the Board of Trustees by the General Manager and/or Public Works Director for consideration for naming or renaming park and or facilities.
10. The Board of Trustees will review all information submitted to the Board and render a vote for or against proposed dedication.

**C. Renaming:**

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination.

**Procedure Renaming Process**

1. Parks or facilities named by deed restriction cannot be considered for renaming.
2. In order for the park or facility to be renamed an application form must be submitted to the Sun Valley General Improvement District by next of kin or person representing person's for consideration.
3. For an individual (excluding historical significant individuals) to be considered, that person must have significantly contributed to the Sun Valley Community.

4. Application will be submitted along with all documentation of contributions to the Board of Trustees by the General Manager and/or Public Works Director for consideration for naming or renaming park and or facilities.
5. The Board of Trustees will review all information submitted to the Board and render a vote for or against proposed dedication.

**D. Other Naming Alternatives:**

Park bench amenities within the parks can be considered as an alternative to the park, recreational areas and facility naming process. Benches are predetermined by the Sun Valley General Improvement District to keep with uniformity throughout the parks, recreational areas and facilities. Each Bench includes a 3x5 engraved plaque. The cost of the park bench is the responsibility of the applicant. Each additional replacement plaque due to normal wear and tear and/or vandalism is the responsibility of the applicant upon request by Sun Valley General Improvement District General Manager and/or Public Works Director.

**Requesting A Bench Procedure**

1. For an individual (excluding historical significant individuals) to be considered, that person must have significantly contributed to the Sun Valley Community.
2. Application will be submitted along with all documentation of contributions to the Board of Trustees by the General Manager and/or Public Works Director for consideration for naming or renaming of park bench.
3. The Board of Trustees will review all information submitted to the Board and render a vote for or against proposed dedication.

**E. Exclusions:**

1. Naming associations with tobacco, alcohol, religious organizations, political candidates or political associations.
2. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent, such as a fixed park bench, shall be address under a separate policy.



Sun Valley General Improvement District  
5000 Sun Valley Blvd., Sun Valley, NV 89433  
Phone: (775) 673-2220 Fax: (775) 673-1835

## Park/Facility Name Application

Date: \_\_\_\_\_

Sponsoring Individual/Group: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Park/Facility Location (and/or area or amenity within park):

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Suggested Park, Facility or Amenity Name:

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Supportive Information for Suggested Name:

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Name Classification (Geographical, Donor, Names of People):

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Agenda Date for Sun Valley General Improvement District Board of Trustees:

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"The District reserves the right to deny any application that, in the determination of the Board of Trustees, doesn't reflect the intent of the policy."